
SAMPLE COVER MEMORANDUM FOR SCAs

(Date)

SUBJECT: Proposed Specific Cooperative Agreement
"[Insert Title Here]"

TO: Ingrid S. Charlton
Authorized Departmental Officer, NAA

THROUGH: Wilda H. Martinez
Area Director, NAA

*Research Leader and/or
Center/Location Director Name
Title*

FROM: *Requesting Scientist Name (ADODR)
Title*

Please establish a Specific Cooperative Agreement with *Name of Organization* located in *City & State.*

The proposed Cooperator has *[List Appropriate Experience Here]*

The proposed work is a joint effort to **[List Goals, Approach, and Benefits Here: This should be a concise overview]**

Their Principal Investigator, *Name of Cooperators's Researcher*, has *[List Appropriate PI Experience Here]*

We selected this organization because *[List reasons the Cooperator is suited to this particular research]*

Please note *[List any special features here, such as space provided, loan of equipment, etc.]*

We expect this project to last from *(Starting Date)* to *(Ending Date)*.

RMIS documentation, AD-700, ARS-451, detailed Statement of Work, ARS-454, and Contact Sheet are all enclosed.

Enclosures